

## DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, CA 95814



May 17, 2004

ALL COUNTY INFORMATION NOTICE I-28-04

## REASON FOR THIS TRANSMITTAL

- ☐ State Law
- ☒ Federal Law or Regulation Change
- ☐ Court Order or Settlement Agreement
- ☐ Clarification Requested by One or More Counties
- ☒ Initiated by CDSS

TO: ALL COUNTY WELFARE DIRECTORS  
ALL COUNTY AUDITORS  
ALL COUNTY FISCAL OFFICERS

SUBJECT: UNIFORM DATA ENTRY ON THE QUARTERLY REPORTS OF  
OVERPAYMENTS AND COLLECTIONS – CalWORKs (CA 812)

The purpose of this letter is to clarify the procedures to be used when entering fiscal data on the Quarterly Report of Overpayments and Collections – CalWORKs (CA 812). This quarterly report includes data on the number and amounts of identified CalWORKs overpayments, grant reductions, cash collections, overpayments that will not be pursued, and overpayments that have been fully recovered during the quarter.

To avoid discrepancies in sum totals, the fiscal data entered in Column B (the dollar amount of your Fraud claims) must be rounded to the nearest dollar. This is done by rounding down to the nearest dollar any amount that is 49 cents or less and to round up to the nearest dollar any amount that is 50 cents or greater. As an example, \$1,634,578.**50** would be rounded up to the nearest dollar, which is \$1,634,579. An example of rounding down would be \$34,337.**49** which would be entered onto the report as \$34,337.

This rounding procedure will result in consistent reporting on this form, we can ensure correct and accurate reporting of this data. If you have any questions, please contact Rick Jenkins, Data Systems and Survey Design Bureau, CalWORKs/Fraud Unit, at (916) 654-1202.

Sincerely,

**Original Document Signed By**  
**Gloria Merk on 5/17/04**

GLORIA MERK  
Deputy Director  
Administration Division